UNITED
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Secretariat

ST/IC/1993/21
31 March 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director of General Services

Subject: PROPERTY MANAGEMENT*

1. The purpose of the present circular is to remind staff members at Headquarters of the existing policies on property management. Especially in the context of the ongoing restructuring of the Secretariat, it has become important to emphasize that equipment and furniture, such as computers, printers, desks, chairs or bookcases, assigned to individual staff members are not to be treated as personal property.

2. Equipment and furniture are issued to departments or offices and administered by their respective executive or administrative officers. Staff members transferred to another department or office may take with them equipment and/or furniture provided written authorization has been granted by their executive or administrative officer. A copy of this approval must, in the case of electronic data-processing and communications equipment, be forwarded to the Director of the Electronic Services Division/OGS; in the case of furniture, to the Chief, Buildings Management Service/OGS.

3. Executive and administrative officers are reminded to report surplus items: in the case of electronic data-processing equipment, to the Director of the Electronic Services Division/OGS; in the case of furniture, to the Chief, Buildings Management Service/OGS.

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* Personnel Manual index No. 13165.

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UNITED
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Secretariat

ST/IC/1993/22
1 April 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1993 COMPETITIVE EXAMINATION FOR CHINESE TRANSLATORS

1. A competitive examination for the recruitment of Chinese translators, which is open to candidates outside the Secretariat as well as to staff members, will be held on 1 and 2 June 1993 at Beijing, Geneva, New York and other locations according to the number of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Chinese translators will be filled. Staff members and all outside candidates who are successful in this examination and are selected for inclusion in the roster will normally be assigned initially to fill vacancies as they occur in the Chinese Translation Service, Translation Division, Office of Conference Services, United Nations Secretariat, in New York. Translators are subject to rotation and, thereafter, will be called upon to serve at other duty stations in Africa, Asia and Europe, according to the needs of the Organization. In some exceptional cases, they may be assigned initially to those duty stations. Successful candidates are expected not to seek a transfer out of a language post for A MINIMUM OF FIVE YEARS.

2. Chinese translators are called upon to translate into Chinese mainly from English or French and also from the other official languages of the United Nations.

3. Translators may be expected to work on word-processing or similar data-entry equipment during the course of their service as translators.

4. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP) or special

missions are considered outside candidates for the purpose of this examination. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 13 and 14 below.

5. Staff members applying for the examination must:

(a) Have Chinese as their main language; 1/

(b) Have a perfect command of Chinese and an excellent knowledge of either English or French and of at least one of the other official languages of the United Nations. A very good knowledge of another official language is highly desirable. The Board of Examiners, appointed by the Director of Personnel, requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims of knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies of such documentation, not originals;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Chinese is the principal language of instruction.

6. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which Chinese is the language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Chinese in addition to five years' continuous service with the United Nations Secretariat by 31 December 1989.

7. The Board of Examiners may limit the number of times a candidate is invited to sit for an examination.

8. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

9. The written examination will consist of four parts:

For candidates with English as a first passive language

(a) Translation into Chinese of a general text in English (3 hours);

(b) Summary in Chinese of a text in English (2 hours);

(c) Translation into Chinese of TWO English texts chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (3 hours);

(d) Translation into Chinese of TWO texts chosen by the candidate from a total of eight texts (four general and four specialized) offered in Arabic, French, Russian and Spanish (2 hours);

For candidates with French as a first passive language

(a) Translation into Chinese of a general text in French (3 hours);

(b) Summary in Chinese of a text in French (2 hours);

(c) Translation into Chinese of TWO French texts chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (3 hours);

(d) Translation into Chinese of TWO texts chosen by the candidate from a total of eight texts (four general and four specialized) offered in Arabic, English, Russian and Spanish (2 hours).

10. The use of a dictionary or any other reference material is NOT permitted during the examination.

11. Based on the results obtained in the written examination, the Board will invite selected candidates for an interview which, for centres other than Beijing, will normally take place 10 to 12 weeks after the written examination. The interview will consist in part of an oral translation which the candidate will be asked to do after 30 minutes' preparation and in part of an assessment of general culture, professional experience, knowledge of the United Nations, personality, ability to work as a member of a team and, in particular, willingness to serve at any duty station. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

12. Based on the overall results of the examination, the Board will recommend to the Director of Personnel the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

13. Staff members at the P-1 level or below selected to fill vacancies will normally be assigned initially to the Chinese Translation Service in New York with a special post allowance at the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level. Staff members at the P-3 level will be assigned at the P-3 level.

14. Staff members with a special post allowance at the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

15. Staff members from Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER THAN 7 May 1993:

Competitive Examination for Chinese Translators
Recruitment and Placement Division
Room S-2535M
United Nations Secretariat
New York, N.Y. 10017

16. Staff members working at the United Nations Office at Geneva should address their applications to:

Competitive Examination for Chinese Translators
Secretariat Recruitment Service
Room 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

17. In order to ensure receipt of all applications submitted by staff members at other duty stations, these staff members are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 7 May 1993, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

APPLICATION

COMPETITIVE EXAMINATION FOR CHINESE TRANSLATORS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)_____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

E. Describe work experience (giving dates and length of time) in translation, if applicable

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

For staff members at the P-2 or P-3 level: I have read information circular ST/IC/1993/22 and I understand that, if I am successful in the competitive examination for Chinese translators and recommended for inclusion in the roster, my assignment as a Chinese translator will be subject to my acceptance of the conditions of service indicated in paragraphs 13 and 14 of that circular.

Date: _____ Signature: _____

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Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments whose principal language of instruction is Chinese. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G-to-P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS IN THE RECRUITMENT AND PLACEMENT DIVISION. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Normally appears on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate department/office, e.g., OGS, STEENRD, ECE, UNCTAD, UNOG, UNOV, HABITAT, special missions or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 5 (b) of information circular ST/IC/1993/22.

6/ Give exact name and title in original language. Do not translate or equate.